

# CNIC HQ **MILITARY RESERVIST (30 days or less) CHECK-IN**

## MILITARY RESERVIST CHECK-IN REQUIREMENTS

(NOTE: If you are on orders greater than 30 days, you must complete regular Military Personnel check-in. Obtain the proper check-in sheets from the CNIC public website, CNIC HQ Gateway 2.0, or your N Code EA)

Name:	Grade/Rank:	N Code:
Sponsor:	Supervisor:	Program:
Building/Room/Cubicle:	Work E-Mail:	Work Phone:
Start Date:	End Date:	<b>NOTE:</b> (202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325

	Requirement	Your Action	Check-In Action Office/POC	Initial/Date
<b>Pre-Arrival REQUIRED</b>				
1	<b>Information Assurance Training</b>	<b>First:</b> Complete Information Assurance training: <i>With a Common Access Card (CAC) -</i> <ul style="list-style-type: none"> <li>Via NKO: <a href="http://www.nko.navy.mil">http://www.nko.navy.mil</a></li> <li>Via TWMS: <a href="https://twms.nmci.navy.mil/selfservice/online_training/">https://twms.nmci.navy.mil/selfservice/online_training/</a></li> </ul> <i>Without a CAC -</i> <ul style="list-style-type: none"> <li>Via DISA: <a href="http://iase.disa.mil/eta/iaav10/index.htm">http://iase.disa.mil/eta/iaav10/index.htm</a></li> </ul> <b>Second:</b> Notify N Code EA of completion – <ul style="list-style-type: none"> <li>If you took the training via NKO or DISA, fax or e-mail completion certificate to EA</li> <li>If you took the training through TWMS, inform EA, who will notify N64 to verify completion</li> </ul>	<b>N64 Information Assurance Point of Contact (POC)</b> JBAB, Building 168, 3 <sup>rd</sup> Floor Cubicle #323-13, (202) 433-3613 or Cub. #323-12, (202) 433-3411	
2	<b>SAAR-N Form (OPNAV 5239/14, Rev 9/2011)</b>  <i>This form replaces OPNAV 5239/14 Rev 7/2008, which is now OBSOLETE</i>	Rev 9/2011 allows on-screen completion of the SAAR-N  Your Common Access Card (CAC) generates a valid digital signature for the SAAR-N if the form is completed on a CAC-enabled computer; other digital signatures are not accepted on the SAAR-N  <i>Note: JavaScript must be enabled on your computer to fill out the SAAR-N on screen</i>  <b>First:</b> Complete preliminary section - <ul style="list-style-type: none"> <li>TYPE OF REQUEST - Select "INITIAL"</li> <li>DATE - Enter date you are completing form</li> <li>SYSTEM NAME - Enter "NMCI"</li> <li>LOCATION - Enter name of your CNIC HQ location; i.e., Washington Navy Yard or Anacostia</li> </ul> <b>Second:</b> Complete Part I <ul style="list-style-type: none"> <li>Enter required information in Blocks 1-9</li> <li>If you have taken Information Assurance training, complete Block 10; if not, follow guidelines for check-in requirement #1 above before proceeding with the SAAR-N form</li> </ul> <b>Third:</b> Complete <i>User Agreement</i> section of Part II <ul style="list-style-type: none"> <li>Read <i>User Agreement</i> (Block 22)</li> <li>Type your name in Block 23</li> <li>If you are using a CAC-enabled computer, click block 24 to bring up digital signature box, click SIGN, then enter date in Block 25 <b>OR</b> print out &amp; sign hard copy when you check in with HQ Security on site</li> </ul> <b>Fourth:</b> Click gray E-MAIL SUBMIT tab on SAAR-N screen & e-mail form to CNIC HQ Supervisor for signature; <b>OR</b> print out the form & bring to on-site check-in	<b>N64 Information Assurance POC</b> (see contact info above)	
3	<b>MILPERS Travel Claims &amp; PSD</b>	<b>First:</b> Read cover sheet, then print out required forms from PSD Gain Package	<b>N00C HQ MILPERS POC</b> (see	

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	<b>Forms</b>	<b>Second:</b> Complete forms & bring with you for on-site submittal to MILPERS POC	contact info at #9 below)	
<b>4</b>	<b>Security Forms</b>	<i>Complete security requirements 4a-c below</i>	<b>HQ Security Office</b> (see contact info at #7 below)	
<b>4a</b>	<ul style="list-style-type: none"> <li>Security Check-In &amp; Request for Access</li> </ul>	Print out, complete, & bring form to on-site check-in for supervisor's signature & HQ Security sign-off		
<b>4b</b>	<ul style="list-style-type: none"> <li>Classified Information Non-Disclosure Agreement</li> </ul>	Print out form & bring when you report to HQ Security, for witnessed signature		
<b>4c</b>	<ul style="list-style-type: none"> <li>DOD Security Awareness Indoctrination Briefing</li> </ul>	<b>First:</b> Read <i>DOD Initial Security Awareness Indoctrination</i> at <a href="https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf">https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf</a> <b>Second:</b> Print out & sign certificate of completion for on-site submittal to HQ Security		
<b>On-Site REQUIRED</b>				
<b>5</b>	<b>Operational Support Officer (OSO)</b>	Check in with the CNIC HQ OSO for Welcome Aboard If your rank is O6 or higher, OSO will arrange a meeting with the HQ Chief of Staff (COS)	<b>OSO</b> JBAB, Building 168 3 <sup>rd</sup> Floor, Cub. #324-20 (202) 433-0773	
<b>6</b>	<b>N Code Supervisor Signatures</b>	<b>First:</b> Obtain N Code supervisor's signature on <i>Security Check-In &amp; Request for Access</i> form <b>Second:</b> Verify that N Code Supervisor completed, digitally signed, & electronically forwarded SAAR-N form to HQ Security <b>OR</b> have supervisor complete SAAR-N Part II Blocks 11-21 on hard copy now	<b>N Code Supervisor</b>	
<b>7</b>	<b>HQ Security Sign-Offs</b>	<i>Check in with HQ Security for required sign-offs &amp; witnessed signature (7a-d below)</i>	<b>HQ Security Office</b> WNY, Building 46 Room 100, (202) 433-9688 or Cub. #13, (202) 433-9687	
<b>7a</b>	<ul style="list-style-type: none"> <li>SAAR-N (OPNAV 5239/14, Rev 9/2011)</li> </ul>	If not already accomplished electronically, sign & submit hard copy of SAAR-N now		
<b>7b</b>	<ul style="list-style-type: none"> <li>Security Check-In &amp; Request for Access</li> </ul>	Submit completed form signed by your N Code Supervisor		
<b>7c</b>	<ul style="list-style-type: none"> <li>Classified Information Non-Disclosure Agreement</li> </ul>	Have your signature witnessed by HQ Security		
<b>7d</b>	<ul style="list-style-type: none"> <li>DOD Security Awareness Indoctrination Briefing</li> </ul>	Submit signed certificate of completion		
<b>8</b>	<b>TWMS Form</b>	Complete TWMS form for military & submit to N Code EA, who will create your record in TWMS <i>Note: You must have an established TWMS record to complete daily muster &amp; required training, &amp; for access to CNIC Gateway 2.0</i>	<b>N Code EA</b>	
<b>9</b>	<b>Military Orders &amp; PSD Forms</b>	Have orders stamped by CNIC HQ MILPERS representative, and submit any travel claims & PSD forms	<b>N00C MILPERS Representative</b> WNY, Building 111, Suite 101 Cub. # 290 (202) 433-4281	
<b>10</b>	<b>Navy Family Accountability &amp; Assessment System (NFAAS)</b>	<i>All Navy military personnel are required to update personal &amp; family member emergency contact information in NFAAS</i> Access <a href="https://navyfamily.navy.mil">https://navyfamily.navy.mil</a> to update Contact NFAAS for assistance if needed <i>Note: The NFAAS office is located in a secure building; if you plan to visit, call ahead for escort</i>	<b>NFAAS Office</b> WNY, Building 196, Room 101 (202) 433-9360	
<b>On-Site IF APPLICABLE</b>				
<b>11</b>	IF you will be driving to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling	<b>First:</b> Read <i>General Vehicle Information</i> <b>Second:</b> Print out <i>Permanent Parking Permit / DOD Decal Application</i> & submit completed form to Pass-ID Office along with auto registration & proof of insurance	<b>NSA Washington Pass/ID Office</b> WNY Visitor Control Center O Street Gate, Building 126 (202) 433-3735 <b>Joint Base Anacostia-Bolling</b>	

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			<b>Pass/ID Office</b> JBAB Visitor Center, Building 92 (202) 767-5505 or 8958	
<b>12</b>	IF you will be working in Anacostia Building 168	Contact N64 Information Assurance POC to ensure that your CAC has been entered into the Enabler system for before/after-hours building access	<b>N64 Info Assurance POC</b> (see contact info at #1 above)	
	<b>Reservist Check-In Complete</b>	<i>Return this initialed check-in form to the HQ Operational Support Officer</i>	<b>OSO</b> <i>JBAB, Bldg 168, 3<sup>rd</sup> Floor, Cub. #324-20 (202) 433-0773</i>	